WebEOC Automated Situation Report Logistics

General Staff

Log Section Chief
WA-LOG-LSC

ESFs & General Staff

Situation Report Writer Team
WA-PLNG-SitRep, WA-PLNG-SitL, or WA-PLNG-PSC

Planning Section Chief
WA-PLNG-PSC

Ops Section Chief
WA-OPS-OSC

EOC Supervisor
EOC-SUP

Disaster Manager
WA-DA

Approval — Approval — Approval — Approval

ESFs
WA-PLNG-PSC

Rejected — Rejected — Rejected

Admin Section Chief
WA-F/A-SC

External Affairs Section Chief
WA-EA-ESC

✓ SitRep Writer can make entries for ESFs and General Staff

✓ SitRep Writer sends the SitRep to the PSC

✓ SitRep Writer makes final edits to the entire SitRep

✓ Approval at each level triggers Email Notification

✓ Rejection at any level triggers Email Notification to Sit Rep Writer Team

The Automated Situation Report includes the entire approval process.
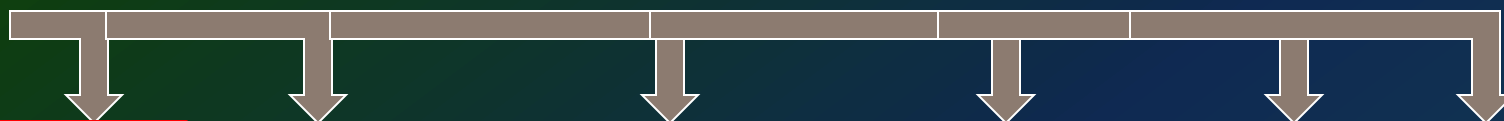
01 Working SitRep | 02 Planning SC Review | 03 General Staff Coordination Review | 04 EOC Supervisor Review | 05 DM Review | 06 Published SitRep

02-21-2012_New SitRep Test Incident

Washington State
Emergency Operations Center

New Record
Edit
Print to PDF | Print

Situation Report #006

1. Information cutoff Date/Time 03-05/2012 1700 PST		2. Initial	3. Incident Number 03-05-2012 test	4. Incident Name TEST	
5. Affected Jurisdictions Franklin			6. Type Incident EXERCISE EXERCISE		7. State EOC Activation Status: Phase 1 - Normal
8. General Situation Test incident					
9. Current Priorities • test the board					

For training use

Use this incident:

07-21-2012_ Ato SitRep Test

Automated Situation Report Dashboards

Are found under Menus, 10 Beta Test Menu,

Menus	
00 City Menu »	
01 County Menus - Washington	
02 County Menus - Oregon »	
03 State Agency Menus - Was	
04 Federal / Tribal Menus »	
05 NorthWest Regional Boards	
06 ESF & FEMA & ICS Forms	
07 Universities - Colleges - He	
08 Weather Report Boards & V	
09 Howard Hanson Dam - Green River Flood »	
10 Beta Test Menu »	←

Boards -	EOC New Design T
Chat Board	
Menus	
Dash Boards »	
RFA & Mission Tracker Test »	
WA-EOC Automated Action Plan Test »	
New Automated SitRep Dashboards »	←

Boards -	EOC New Design Tra...
Checklist for SitRep Writer	
Disaster Manager SitRep Dashboard	
EOC Supervisor SitRep Dashboard	
ESF Lead SitRep Dashboard	
General Staff SC SitRep Dashboard	←
Planning Section SitRep Dashboard	

General Staff Dashboard
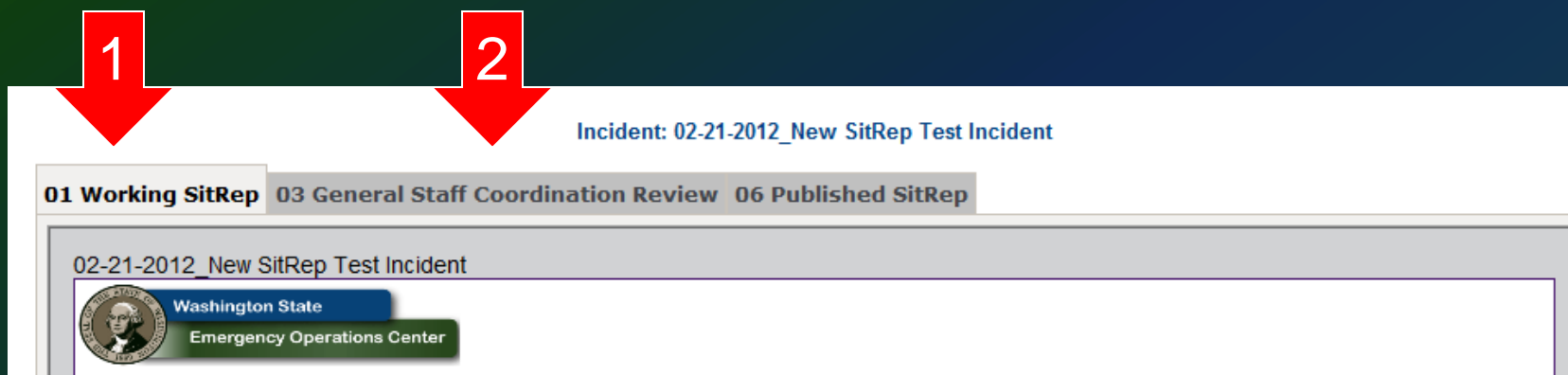
General Staff Section Chief (SC) have two SitRep responsibilities:
1. Report what activities have been completed, are being worked and any issues they see coming.

2. They are a member of the Coordinated Approval Process.

01 Working SitRep | **03 General Staff Coor**

02-21-2012_New SitRep Test Incident

Washington State
Emergency Operations Center

~~w~~ Record *must be created by the*
~~~ning S~~tuation Unit or Plan~~ing~~
Section Chief

Edit

Print to PDF | Print

General Staff Section Chiefs (SC) can make direct entries by clicking on edit. They must either fill out the description or mark N/A. They can continue to edit until Completed is checked.

01 Working SitRep | **03 General Staff Coordination Review** | **06 Published SitRep**

Update Record 268

Save | Spell Check | Cancel

Report As | WA-ESF1L

Completed: ☐

Sumitted by: Bostwick_Debbie (MIL) | Date / Time
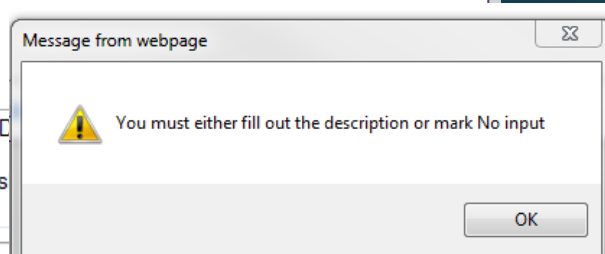
Submitted: 07/16/2012 15:32:27

Required ● N/A ○

- Logistics situation entry

Activated state staging area in Tumwater under supervision of D

Additionally, there are six CPODs open in Lacey, Bainbridge Is and Brier.

Click here for complete SitRep Instructions for General Staff and Emergency Support Function Reporting

Message from webpage

⚠ You must either fill out the description or mark No input

OK

01 Working SitRep | 03 General Staff Coordination Review | 06 Published SitRep

Update Record 9

[Save] [Spell Check] [Cancel]

Report As: debbie ▾

Sumitted by: Bostwick_Debbie (MIL)   Date / Time Submitted: [ ]

Required ● N/A ○
- Logistics situation entry

Logistics has recieved six requests during the this operational period

Click here for complete SitRep Instructions for General Staff and Emergency Support Function Reporting

Click here for complete instructions for General
Staff and Emergency Support Function Reporting

SITUATION REPORT
EMERGENCY SUPPORT FUNCTION (ESF)
AND GENERAL STAFF REPORTING
JOB AID #3

General Staff (GS) / Emergency Support Function (ESF) Reporting process

- Agencies submit their GS/ESF input to their respective lead(s)
- GS/ESF Leads consolidate, review, and edit SitRep input
- GS/ESF Leads submit consolidated SitRep input to the EOC Planning Section SitRep Writer as stipulated in the Daily Meeting Schedule using one of the following methods.
  - 1st Choice: WebEOC account (preferred method). If you need an account contact Deb Bostwick at 253-512-7020.
  - 2nd Choice: Email to EOC SitRep Writer EOC67@emd.wa.gov
  - 3rd Choice: Hand written given to SitRep Writer.
- SitRep Writer incorporates GS/ESF input report material into the SitRep and edits if necessary. GS/ESF Leads not submitting input for an operational period will have no input reflected in the SitRep.

GS/ESF Leads reporting guidance:

1. Explain what your GS/ESF completed or accomplished since the last reporting period. (This is a short explanation in quantifiable / qualifiably terms). This should include impacts to communities/jurisdiction, impacts to neighboring communities / jurisdictions, impacts to the state and impacts to other states if applicable and be no longer than 2-3 sentences.

2. Explain current activities or those in progress. These activities should align with the EOC Action Priorities for the Operational Period.

3. Explain what you see as potential issues or activities in the future that others may need to know or be aware of to continue their activities or may impact their ability to accomplish their tasks

NOTE: Link all reported activities to an EOC Action Priority. If you cannot link what you are doing to an EOC Action Priority, then that activity should stop. If the activity is to continue, it should be added to the EOC Action Priorities and approved by the Disaster Manager.

EXAMPLE:

ESF 93 (Space Debris Harvest)

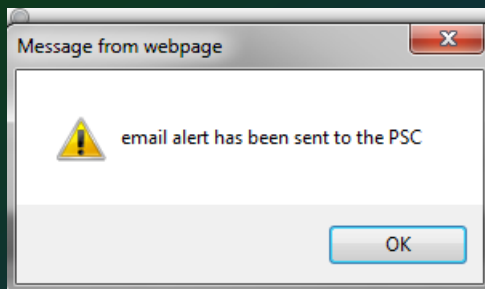1. During the last operational period 48 metric tons of abandoned rocket boosters, solar panels,

Send to Planning Section Chief for Approval

Once sent to PSC, ESFs and General Staff cannot add additional entries.

Email alerts are sent to each level of approval throughout the process.

Message from webpage

email alert has been sent to the PSC

OK

Planning Section Chief Situation Report Approval

debbie.bostwick@mil.wa.gov

Sent: Fri 2/24/2012 4:35 PM
To: EOC09 (EMD); Bostwick, Debbie (MIL)

The Situation Report is ready for Planning Section Chief approval.

Waiting on General Staff.

The SitRep shows the status at the top of each working SitRep document.

01 Working SitRep | **03 General Staff Coordination Review**

02-21-2012_New SitRep Test Incident

Washington State
Emergency Operations Center

Print to PDF | Print

Situation Report oved by

Edit Waiting on General Staff.

| 1. Information cutoff Date/Time 04/09/2012 / 1700 PST | 2. Update | 3. Inciden 02-21-201: |

LSC : Yes ◯ No ◯ Not Applicable ◯ Pending

Janet Pool

The SitRep is sent to the General Staff SCs for a coordinated review.

Each receive an alert message, informing them that SitRep is pending their review.

Message from webpage

⚠ Email alert has been sent to the General Staff Section Chiefs notifying of approval.

OK

General Staff Coordination Situation Report Approval

debbie.bostwick@mil.wa.gov

Sent: Mon 3/19/2012 10:36 AM

To: EOC09 (EMD); EOC15 (EMD); EOC37 (EMD); EOC16 (EMD); EOC22 (EMD); Bostwick, Debbie (MIL)

The Situation Report is ready for General Staff Coordination approval.

General Coordinated Review

The General Staff SC knows who has approved and who has not. Once the last SC approves the SitRep, It goes onto the EOC Sup for approval.

Each Situation Report is published by Operation Period

01 Working SitRep   05 DM Review   06 Published SitRep

02-21-2012_New SitRep Test Incident

NEW WA-EOC Automated Situation Report

Operational Period	Incident Name	Incident Number	View Situation Report
006 03-05/2012	TEST	03-05-2012	Details
123456 01/01/2012 55:00	Messed Up Stuff	123456789	Details
003 02/22/2012 1700	SitRep 3	test-003	Details
002 02/22/2012 1700	SitRep test 2	12-test 2	Details
001 02/21/2012 1700	Test Situation Report	12-Tet Situation Report	Details

16. Approved by
*****Electronically Signed, Original Signature is on file*****

We keep a hard copy with signatures on file.

The Message Center Distributes the Published SitReps

The SitReps can be printed to a PDF or printed.

17. Sent to:		18. Date published 01/01/1900	19. Time published	20. Sent by

• Governor
• WA Legislative Delegation
• WA Congressional Delegation
• WA State Agencies (Boards, Commissions, Universities, etc)
• WA State Agency Liaisons
• WA Business Liaisons
• WA EOC Emergency Support Functions (ESFs) and Staff
• WA State and Local Jurisdiction Emergency Managers
• WA Military Department, Executive Management Team
• WA Emergency Management Division Staff
• Alaska Division of Homeland Security and Emergency Management
• Idaho Bureau of Disaster Services
• Oregon Office of Emergency Services
• British Columbia Provincial Emergency Program
• Yukon Territory Emergency Measures Organization
• Tribal Nations
• Regional Response and Coordination Center (RRCC), FEMA Region X
• National Operations Center (NOC)
• Protective Security Advisor, Department of Homeland Security
• Commander, 1st Corps and Fort Lewis
• Commander, Fairchild Air Force Base
• Commander McChord Air Force Base
• Commander, Naval Region Northwest
• Commander, 13th Coast Guard District
     Captain of the Port, Portland
     Captain of the Port, Seattle
• Commander, Washington National Guard
• Commander, US Army Corps of Engineers, Northwest Division
     Seattle District
     Portland District
     Walla Walla District				

Return to List

Print to PDF   Print

Because the SitReps are data, they can be viewed from mobile devises.

Need help with WebEOC? Contact

Debbie Bostwick

WebEOC Administrator

253.512.7020 office

253.507.6185 cell

Debbie.bostwick@mil.wa.gov